# ***Phase 1: Goal Setting & Development Planning, People Manager Checklist***

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| **Action** | **Questions / Needs / Concerns** |
| **Planning**   * Share the purpose and value of the Performance Management process; leverage HR Partner as needed * Share employee preparation steps and deadlines   + Review job description of employee, and update as appropriate to ensure alignment between employee role (level of talent) and expectations (goal achievement) |  |
| **Assessment**   * Identify team goals which align to overall functional goals * Communicate functional and team goals to employees * Reflect on leadership style feedback (start-stop-continue) gathered during Year End Review process |  |
| **Calibration**   * Provide feedback on employee goals and competencies * Set clear and concrete expectations for results delivery and competency demonstration * Discuss development plan with employee |  |
| **Next Steps**   * Receive performance evaluation from employee; review and confirm * Receive development plan from employee; review and confirm |  |